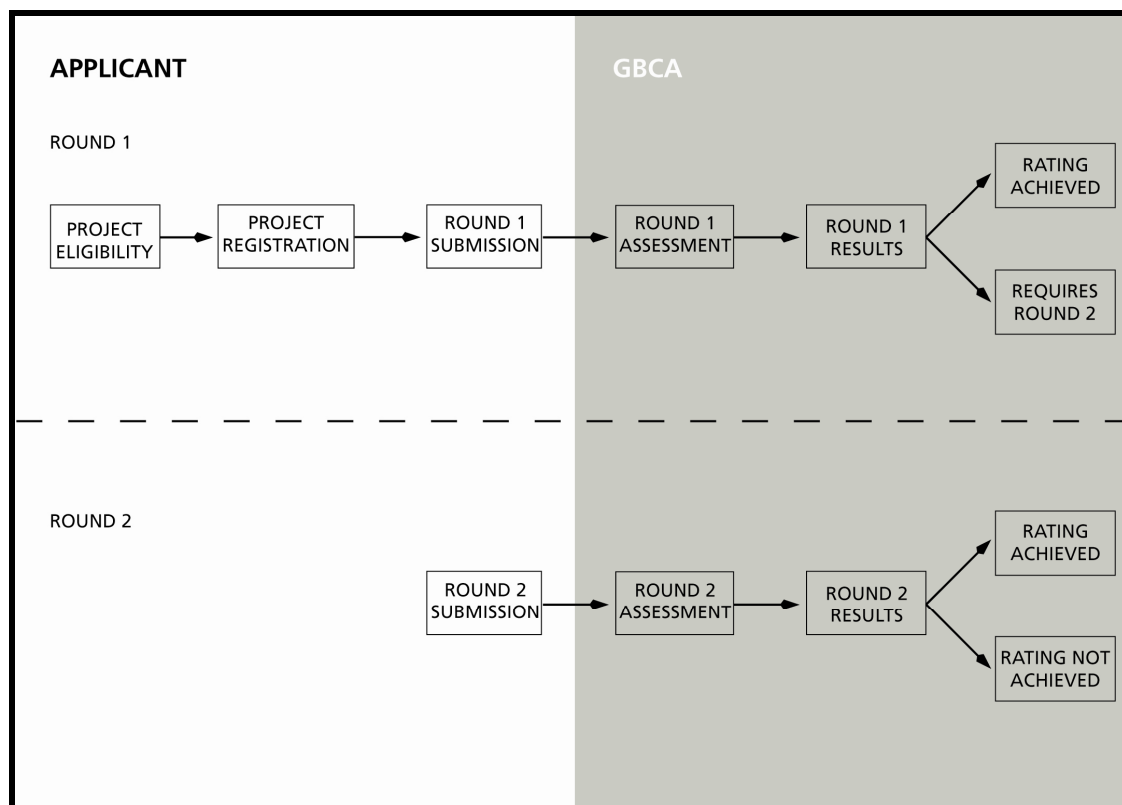


# Green Star Certification Process



## What is Green Star Certification?

Green Star Certification is a formal process which involves a project using a Green Star rating tool to guide the design or construction process during which a documentation-based submission is collated as proof of this achievement. The Green Building Council of Australia will commission a panel of third-party Certified Assessors to validate that the documentation for all claimed credits is in adherence with the Compliance Requirements as outlined in the Technical Manual that accompanies each rating tool.

There are two (2) rounds of Assessment available to a project in which to achieve validation of credits claimed. Project teams are notified of their score based on the recommendation of the Assessment Panel and, where applicable, of any innovation credits that have been awarded by the GBCA. If a Certified Rating is awarded, the project will receive a framed certificate, award letter, marketing kit and relevant Green Star logos.

*Although Green Star tools are freely available for self-assessment, a design, project or building cannot publicly claim or promote a Green Star rating or use the Green Star rating logo unless the GBCA has validated the project's achievement through formal assessment.*

## Benefits of Certification

Green Star Certification recognises projects that achieve leadership in environmental building design and construction. Obtaining a 4, 5 or 6 Star Green Star Certified Rating will enable a project to:

- Gain market recognition as a leader in the green building industry;
- Achieve a competitive advantage by promoting your building as environmentally and workplace friendly;
- Validate your achievement through third party assessment;
- Promote a Green Star Certified Rating

## Project ELIGIBILITY

*It is the responsibility of the project team to ensure the project complies with all eligibility criteria at the time of registration. Project registration does not guarantee Assessment. If the project does not meet all eligibility criteria, it will not be assessed.*

A project must identify the most appropriate Green Star rating tool before ensuring it meets each of the following four Eligibility Criteria:

Eligibility Criterion 1: Spatial Differentiation;

Eligibility Criterion 2: Space Use;

Eligibility Criterion 3: Conditional Requirements; and

Eligibility Criterion 4: Certification Timing.

## Verification of Eligibility

If you are unsure of your project's eligibility to undergo Green Star Assessment, or which Green Star rating tool is appropriate for your project, please download the Project Eligibility form from our website and email to [greenstar@gbca.org.au](mailto:greenstar@gbca.org.au) attaching the appropriate supporting documentation.

The project team must wait for the ruling on eligibility from the GBCA before proceeding with the registration of the project.

## Project REGISTRATION

Once a project has identified the most appropriate Green Star rating tool, and ensured it is [eligible](#) for Green Star certification, it can register with the Green Building Council of Australia. Registration commences the formal certification process and gives the project access to essential information including Submission Assistance.

To register your project, please complete the Green Star Project Registration Application and send it to [greenstar@gbca.org.au](mailto:greenstar@gbca.org.au) with the required supporting documentation.

Upon receipt of the Green Star Project Registration Application, the project will be allocated a GBCA "Case Manager" to support the project through the entire Certification Process. Each project will also

receive a Green Star project number (e.g. GS-123D). Projects should use their GS-number in all correspondence with the GBCA.

Your GBCA Case Manager will issue a standard Certification Agreement ("Agreement") and the Certification Trade Mark Rules ("Rules") which are referenced in the Agreement.

*Please be aware that the Agreement is non-negotiable, as it represents the standard terms and conditions upon which the GBCA is able to provide a voluntary certification service to the Applicant. Therefore, requests for alterations to the Agreement are discouraged. Applicants will be charged a \$200 administration fee in addition to any legal fees incurred by the GBCA associated with alteration requests (as such work is not included in the [Assessment Fee](#) and has to be referred to the GBCA Legal Counsel).*

Upon receipt of the correct Applicant's details and confirmation the Applicant is ready to execute the Agreement; the GBCA will send two (2) hard copies by express post with an invoice for the [Assessment Fee](#). The Applicant should sign both copies and return one (1) copy to the GBCA accompanied by payment of the Assessment Fee.

When the GBCA has received an executed copy of the Agreement and payment of the Assessment Fee, the project is considered "registered" and will receive a certificate outlining the marketing rules.

### **Prepare Round 1 Submission**

Once your project is registered, the project team should prepare documentation, drawings and calculations to satisfy the Green Star requirements. It is important to ensure that documentation for all claimed credits adhere to all the Compliance Requirements outlined in the relevant Technical Manual, as there are only two rounds of Assessment and one opportunity for resubmission (Appeal) available.

### **Complimentary Services for Registered Projects**

Every registered project is entitled to the following complementary services:

- 1 x Participant at a [Green Star Certification Workshop](#)
- 2 x [Credit Interpretation Requests](#) (CIRs)
- 4 x [Technical Clarifications](#)

### **Technical Clarifications & CIR Rulings**

Each project may submit up to 2 x CIRs and 4 x Technical Clarifications at no charge. Every additional CIR will be charged at \$400 (plus GST) and every additional Technical Clarification will be charged at \$100 (plus GST) each.

The Certified Assessors will not award the point(s) unless it is demonstrated that the Compliance Requirements have been met exactly as detailed in the Technical Manual or in the [Technical Clarifications & CIR Rulings](#), updated monthly on the GBCA website.

## Submission Notification

To ensure receipt of the Round 1 Assessment results within six (6) weeks of submission, the Project Contact must inform their GBCA Case Manager of the date of submission via the [Submission Notification Form](#).

## Round 1 Submission Requirements

The applicant must forward the completed [Pre-Assessment Checklist](#) and four (4) electronic copies of the submission to:

ATTN: Green Star Certification Team  
Green Building Council of Australia  
PO Box Q78, QVB, NSW 1230  
GreenHouse, Level 15, 179 Elizabeth Street, Sydney, NSW 2000

## Round 1 Assessment

### Pre-Assessment Review

Upon receipt of the Round 1 submission, the GBCA Case Manager will conduct a Pre-Assessment Review. If unsuccessful, the submission will be returned to the project team with instructions for resubmission. If successful, an Assessment Panel will be formed.

### Assessment Panel

The results of an Assessment of a submission are determined by an Assessment Panel which consists of 2-3 Certified Assessors, an Independent Chair and a GBCA representative.

Each Certified Assessor will review the entire submission in their own time and meet to discuss the results of their review. The Independent Chair mediates this discussion to ensure the assessment process is followed and that all projects are assessed equitably. A GBCA representative (usually the GBCA Case Manager) will also be present during each Assessment to record the results.

The Assessment Panel will provide one of the following responses for each credit claimed:

- Point(s) awarded - Credit Criteria achieved, no need to resubmit
- Point(s) to be confirmed - Credit Criteria not achieved, more information required
- Point(s) to be confirmed - Credit Criteria not achieved, information supplied is incorrect
- Point(s) not awarded - Credit Criteria not achieved, explanation provided

## Round 1 Assessment Results

Few projects achieve their desired Green Star Certified Rating during the Round 1 Assessment. Typically a project will be awarded one-third of the claimed points at the conclusion of the Round 1 Assessment with two-thirds of the claimed points 'to be confirmed' pending the receipt of additional clarification or supporting documentation.

Please allow six (6) weeks after the GBCA receives the submission to receive the Round 1 Assessment results. The GBCA will forward the results of the Round 1 Assessment to the Applicant

and Project Contact. If the project receives their desired Green Star rating at the conclusion of the Round 1 Assessment they will not be required to resubmit for a Round 2 Assessment.

## Prepare Round 2 Submission

Upon receipt of the results of the Round 1 Assessment results, the project team is requested to resubmit documentation for credits 'to be confirmed'. Each project has only one opportunity for resubmission, which may include:

- Additional/revised documentation to demonstrate fulfillment of Credit Criteria
- Additional discussion explaining how project complies with Credit Criteria
- Alteration to project design that results in meeting Credit Criteria

## Round 2 Submission Requirements

The project team should:

- Review the Certified Assessor(s) comments from the Round 1 Assessment and directly address them. In doing so ensure that the [Green Star Credit Cover Sheet](#) identifies the additional documentation provided.
- Provide additional documentation for the credits to be confirmed as required, please ensure that the documentation for the entire credit is submitted, not just the additional documents. Credits that have already been awarded in Round 1 do not need to be re-submitted.
- Identify both in the General Section and on the Submission Credit Coversheet, if the project wishes to claim credits that were not claimed in Round 1.
- In the General Section, clearly identify if there has been significant changes to the Design (from the Round 1 Assessment) which should be considered in the Round 2 assessment (e.g. change in NLA or GFA).

To ensure receipt of the Round 2 Assessment results within four (4) weeks of submission, the Project Contact must inform their GBCA Case Manager of the date of submission via the [Submission Notification Form](#) (as per Round 1).

The applicant must forward the completed [Pre-Assessment Checklist](#) and four (4) electronic copies of the submission to:

ATTN: Green Star Certification Team  
Green Building Council of Australia  
PO Box Q78, QVB, NSW 1230  
GreenHouse, Level 15, 179 Elizabeth Street, Sydney, NSW 2000

## Round 2 Assessment

Upon receipt of the Round 2 submission, the GBCA will conduct a Pre-Assessment Review. If unsuccessful, the submission will be returned to the project team with instructions for resubmission. If successful, an Assessment Panel will be formed.

Where possible, the Round 1 Assessment Panel will be reconvened for the Round 2 Assessment. Each Certified Assessor will review the entire submission in their own time and meet to discuss the results of their review. The Independent Chair mediates this discussion to ensure the assessment process is followed and that all projects are assessed equitably. A GBCA representative (usually the GBCA Case Manager) will also be present during each Assessment to record the results.

Approximately 90% of projects achieve their desired Green Star Certified Rating during the Round 2 Assessment.

Please allow four (4) weeks after the GBCA receives the submission to receive the Round 2 Assessment results. The GBCA will forward the results of the Round 2 Assessment to the Applicant and Project Contact.

### **Rating achieved**

If the results of the assessment have validated the project's achievement of a score of 45 or above, the GBCA will award a Green Star Certified Rating and notify the Applicant via an award letter with the following attachments:

- Green Star Marketing Kit
- Green Star Certified Rating Style Guide
- Green Star Certified Rating Logos
- Green Star Framed Certificate

The GBCA will request a project case study and will assist the Applicant in promoting the project's achievements through events, building tours, media campaign, guest speaker engagements and press coverage.

Unless otherwise arranged, each project will have their framed certificate presented at a *Breakfast with the Stars* event. Additional framed certificates can be purchased from the GBCA for \$275 (inc. GST). Please contact your GBCA Case Manager for more information.

### **Rating not achieved**

If the desired Green Star Certified Rating is not achieved after Round 2 Assessment, the following options are available:

#### **Accept Final Score**

If the final score of the project is 45 and above, the project can accept and market the result.

If the final score of the project is below 45 and the project does not qualify for a Certified Rating, the GBCA will not disclose the results of the Green Star assessment or the project's initial intent of achieving a Green Star Certified Rating until advised otherwise.

### **New Assessment Process**

The project has the option of initiating a new Green Star certification process with the GBCA. In this case, both parties would enter into a new Certification Agreement and repeat the entire certification process. The new assessment will assume no prior knowledge of results of this assessment, so the

required documentation must be submitted in its entirety. This is the only option that would allow the project to claim credits that were not previously claimed, or changes in any aspect of the design, contract or policy.

## Appeal

If a project does not achieve its desired Green Star Certified Rating after the Round 2 Assessment, it has the option of lodging a formal Appeal, if it can achieve enough points for a Certification by resubmitting a maximum of five credits.

The following rules and conditions apply to the Appeal submission:

- The project team must notify the GBCA in writing, within 30 days of receiving Round 2 results, of their intention to Appeal, and clearly nominate the credits that will be Appealed;
- Only credits that were claimed in either Rounds 1 and 2 can be Appealed;
- No change to design, contract or policy will be reviewed at this time;
- No overdue documentation (stipulated in the Compliance Requirements to have been generated at a specific past stage of the Project) will be reviewed at this time (i.e. if the documentation were meant to be generated at a previous phase of the project);
- A flat fee of \$1,000.00 plus GST per credit will apply. The Applicant will be invoiced for the total amount due for the Appeal before the Appeal assessment is undertaken;
- The project team has 60 days from the date of the invoice to pay for the invoice, and submit their Appeal;
- To ensure fairness of process, the Appeal review will be conducted solely on the information provided by the Applicant, with no additional opportunities for clarification or resubmission;
- The Appeal submission must be submitted in one package;
- The results of the Appeal submission automatically amend the results of the Round 2 assessment and are final.

The Appeal submission will be reviewed by the GBCA Technical Advisory Panel, a panel of industry experts in subject matters addressed within Green Star. It will not be reviewed by the same Assessment team that reviewed the original submissions.

More information will be provided to projects as needed.